

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5109

TITLE: CHIEF OF SURVEY PARTIES

GRADE: S- 25

DEFINITION:

Under general supervision, provides daily coordination and supervision of survey branch field parties in performing surveys as requested from various agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Chief of Survey Parties is distinguished from the Deputy County Surveyor in that the Chief of Survey Parties supervises, administers, and coordinates the field work and personnel assignments of the survey field parties, whereas the Deputy County Surveyor assists with the coordination and supervision of an operating branch, including the planning, direction, and supervision of the work of a group of engineers, technicians, and paraprofessional performing survey work for all County agencies.

The Chief of Survey Parties is distinguished from the Senior Survey Analyst/Coordinator in that the Chief of Survey Parties supervises, administers, and coordinates the field work and personnel assignments of the survey field parties, whereas the Senior Survey Analyst/Coordinator supervises limited survey personnel and is not responsible for the administrative and technical supervision of numerous permanent survey parties

ILLUSTRATIVE DUTIES:

Supervises Survey Party Chiefs in conducting land surveys;
Assigns personnel to survey crews;
Assigns survey crews to specific jobs;
Administers survey request with other agencies;
Confers with interested parties concerning survey data;
Provides technical guidance and assistance to subordinate personnel;
Prepares reports, records of unit activities, and correspondence for signature of senior personnel regarding survey work and data;
Reviews and recommends field equipment and computer equipment software;
Maintains a complete inventory of instrument adjustments and repair;
Instructs personnel in the care and use of all survey equipment;
Visits field survey sites to check for compliance and assistance to the Party Chief;
Reviews proposed contract drawings to assure that the field data is accurate and adequate for construction stake-out;
Reviews procedures and recommends new ways to perform actions to improve accuracy and efficiency;
May review survey data collected survey data collected by County survey crews for accuracy;
Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of land surveying;
Knowledge of the principles and practices of survey field work;
General Knowledge of State and local laws, codes and regulations concerning surveying;
Knowledge of mathematics such as algebra, geometry and trigonometry necessary to perform calculations to prepare for and analyze data from survey work;
Knowledge of methods in the precise calibration of survey instruments;
Skill in the operation of survey instruments;
Ability to plan, organize, assign and evaluate the work paraprofessional and sub-professional personnel;
Ability to read and interpret deeds, plats, and engineering plans and specifications;
Ability to use a personal computer to solve survey problems, analyze data and perform calculations;
Ability to prepare technical reports or correspondence;
Ability to review, interpret and verify survey data collected by County survey crews for accuracy;
Ability to read and interpret deeds, plats, and engineering plans and specifications;
Ability to occasionally and independently perform field investigations and inspections in environments that present moderate discomforts and risks;
Ability to review, interpret and verify survey data collected by county survey crews for accuracy;
Ability to communicate with and work with co-workers, other County employees, contractors and engineers to obtain, clarify or provide information or advice.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from high school; PLUS four years of experience in conducting field surveys as a supervisor with working knowledge of the principles and practices of land surveying.

CERTIFICATES AND LICENSES REQUIRED:

None

ESTABLISHED: March 14, 2002